



The [IFC Change Management Readiness Assessment](#) is a “choose your own adventure”-style assessment that will guide your IFC council/board through the steps of change management. At the end of the readiness assessment, your council should be well on your way to formalizing a change plan for your community. This document will provide some best practices as you prepare to work through the assessment tool.

1. This is a group assessment
 - a. This tool is meant to be utilized by your *entire* council: your entire IFC executive committee, your advisor(s), etc.
2. Give yourself plenty of time
 - a. Schedule a time outside of your normal IFC exec meeting to complete this assessment.
 - b. If used correctly, it will likely take your group at least 1.5 hours to complete the assessment. Ensure your council members are prepared to be there for the entire time.
3. Be comfortable
 - a. Allow people to dress casually so they are comfortable working through the assessment.
 - b. Order pizza or have some snacks and water available so people aren't distracted by being hungry or thirsty.
4. Create a space for people to be honest
 - a. If your council is truly going to work together as a team, set the expectation that brutal honesty is needed. Everyone's opinions and feelings are valid, important, and needed.
5. There is no “right” answer
 - a. This assessment is not going to be graded. Your job is to create a change plan that is best for your campus. Do what works for your community
6. Don't be afraid to ask for help
 - a. If your council finds yourself at a “dead end” in the assessment, it's OK to ask for help. You can use your advisor, your NIC Campus VP, other faculty/staff at your school.

Change management is a process. It will take time—give time, time and don't feel like everything has to be done in a semester. Your IFC's change plan will likely evolve over time, and that's okay— just keep going. The work you will do will leave a lasting, positive change on your campus and in your IFC community.